

REAL ESTATE SERVICES

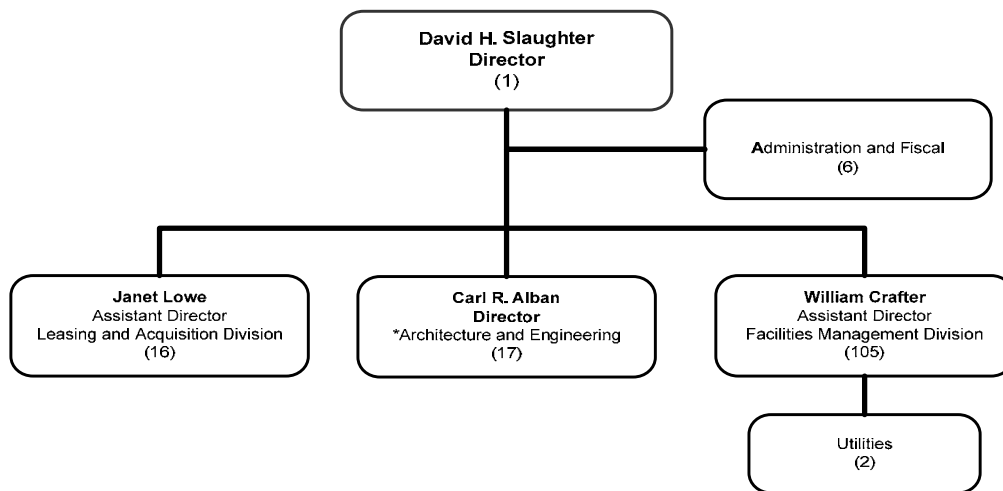
David H. Slaughter

MISSION STATEMENT

The Real Estate Services Department is committed to providing a broad spectrum of timely, professional and quality real estate related services including leasing, appraisal, acquisitions, surplus property sales, inventory of owned and leased buildings and land, maintenance, grounds and custodial services, and design and construction of projects included in the annual Capital Improvement Program.



ORGANIZATIONAL CHART



*The budget of Architecture and Engineering Department is shown under its own budget section.

2010-11 AND 2011-12 ACCOMPLISHMENTS

- The Leasing and Acquisition Division (LAD) acquired five permanent road easements and 15 temporary construction easements from 17 property owners for Phase I of the Slover Avenue Widening Project in the Bloomington Area.
- LAD secured a lease for 25,515 square feet of office space for Human Services – Transitional Assistance Department (TAD) to implement call center technology to create a new method for efficient client caseload management and processing.
- LAD obtained right-of-way for underground storm drain systems in easement from 11 property owners, and in fee from one property, along with 11 temporary construction easements and 14 permits to enter and construct from a total of 20 owners for the Mountain View Acres Storm Drain project in the Victorville area.
- LAD secured a lease for 14,260 square feet of office space for the Inland Counties Emergency Medical Agency (ICEMA) in order to facilitate the department's need for expansion to include testing, licensing, and certification of personnel involved in emergency medical services for the public.
- The Facilities Management Division (FMD) implemented the Direct Billing Program to quarterly bill County departments for basic maintenance, custodial, and grounds services.
- FMD completed 22,412 work requests in 2010-11 and estimates 18,000 work requests will be completed for maintenance, custodial, and grounds services in 2011-12.
- FMD contracted out Grounds Services for a \$500,000 annual savings to the County.
- FMD expanded the Preventative Maintenance Program to improve building and equipment asset life, and reduce costly repairs.



GOALS, OBJECTIVES, AND PERFORMANCE MEASURES**GOAL 1: IMPROVE THE QUALITY AND PROFESSIONALISM OF SERVICES PROVIDED TO DEPARTMENTS.**

Objective: Effective use of project management tools.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of projects scheduled that contain milestones, timelines, and critical completion dates used for leases for more than 10,000 square feet of space and acquisitions that include five or more parcels.	65%	75%	80%	85%	90%

GOAL 2: IMPROVE CUSTOMER SERVICE WITH DEPARTMENTS THAT LEASE NON-COUNTY OWNED SPACE AND/OR LEASE COUNTY OWNED SPACE TO OTHERS.

Objective: Increase the number of lease adjustments, such as annual rental increases, completed in a timely and accurate manner and in accordance with the contract terms.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Percentage of lease adjustments made timely and accurately in accordance with contract terms.	90%	97%	98%	98%	99%

GOAL 3: REDUCE UTILITY CONSUMPTION/IMPLEMENT SUSTAINABILITY PROJECTS.

Objective A: Implement water conservation projects

Objective B: Leverage partnership with Southern California Edison to reduce electricity consumption.

Measurement	2009-10 Actual	2010-11 Actual	2011-12 Target	2011-12 Actual	2012-13 Target
Number of sites where annual electricity consumption has been reduced. For 2012-13, 5 sites are estimated to be completed.	7	15	5	5	5

SUMMARY OF BUDGET UNITS

	2012-13				
	Appropriation	Revenue	Net County Cost	Fund Balance	Net Budget
General Fund					
Real Estate Services Department	1,225,745	1,225,745	0		23
Rents and Leases	1,482,408	1,482,408	0		0
Courts Property Management	2,221,510	2,221,510	0		0
Architecture and Engineering	0	0	0		17
Facilities Management Division	12,709,438	12,709,438	0		105
Utilities	19,618,237	385,292	19,232,945		2
Total General Fund	37,257,338	18,024,393	19,232,945		147
Special Revenue Fund					
Chino Agricultural Preserve	9,471,919	674,156		8,797,763	0
Total Special Revenue Fund	9,471,919	674,156		8,797,763	0
Total - All Funds	46,729,257	18,698,549	19,232,945	8,797,763	147



5-YEAR APPROPRIATION TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Real Estate Services Department	2,544,054	1,815,957	1,355,175	1,226,884	1,225,745
Rents and Leases	419,311	393,112	474,198	1,857,058	1,482,408
Courts Property Management	382,430	2,063,555	2,151,623	2,381,364	2,221,510
Chino Agricultural Preserve	8,431,786	9,031,705	9,639,822	10,037,703	9,471,919
Architecture and Engineering	585,320	62,972	(65,000)	(100,000)	0
Facilities Management Division	14,479,851	11,209,835	14,679,893	11,789,944	12,709,438
Utilities	17,879,196	15,806,215	18,915,207	17,276,736	19,618,237
Total	44,721,948	40,383,351	47,150,918	44,469,689	46,729,257

5-YEAR REVENUE TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Real Estate Services Department	1,538,500	1,324,370	1,505,595	1,226,884	1,225,745
Rents and Leases	419,311	434,247	480,854	1,857,058	1,482,408
Courts Property Management	337,430	2,029,779	2,167,395	2,381,364	2,221,510
Chino Agricultural Preserve	1,333,411	884,929	767,596	675,431	674,156
Architecture and Engineering	0	0	0	0	0
Facilities Management Division	5,174,237	3,399,736	14,641,479	12,226,748	12,709,438
Utilities	371,082	223,844	2,849,818	1,485,093	385,292
Total	9,173,971	8,296,905	22,412,737	19,852,578	18,698,549

5-YEAR NET COUNTY COST TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Real Estate Services Department	1,005,554	491,587	(150,420)	0	0
Rents and Leases	0	(41,135)	(6,656)	0	0
Courts Property Management	45,000	33,776	(15,772)	0	0
Architecture and Engineering	585,320	62,972	(65,000)	(100,000)	0
Facilities Management Division	9,305,614	7,810,099	38,414	(436,804)	0
Utilities	17,508,114	15,582,371	16,065,389	15,791,643	19,232,945
Total	28,449,602	23,939,670	15,865,955	15,254,839	19,232,945

5-YEAR FUND BALANCE TREND

	2008-09	2009-10	2010-11	2011-12	2012-13
Chino Agricultural Preserve	7,098,375	8,146,776	8,872,226	9,362,272	8,797,763
Total	7,098,375	8,146,776	8,872,226	9,362,272	8,797,763



Real Estate Services Department

DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department (RESA) consists of the Leasing and Acquisition Division, Administration and Fiscal section, Facilities Management Division, and the Architecture and Engineering Department (shown elsewhere in the County budget).

The Leasing and Acquisition Division negotiates and administers revenue and expenditure leases on behalf of County departments. Revenue leases allow for the use of County-owned facilities, generally at County parks and airports, and generate revenue to offset expenses incurred to provide such facilities to residents and users. Expenditure leases provide space in leased facilities throughout the County for departments and their employees to support the delivery of services in locations convenient to the residents served. In addition, the division is responsible for the property management of court facilities within the County and the County-owned land and dairy facilities in the Chino Agricultural Preserve.

The Leasing and Acquisition Division also provides appraisal, acquisition, and relocation assistance for County departments and, upon request, to other agencies including San Bernardino Associated Governments (SANBAG), the State of California, and various cities. Staff establishes values and acquires the necessary rights-of-way needed to complete public safety projects, including the construction and maintenance of transportation corridors and floodways. This Division also acquires land and facilities for various functions and disposes of property determined to be surplus to the County's needs.

The activities of the Leasing and Acquisition Division are conducted in accordance with, and in support of, the County goals to operate in a fiscally responsible and business like manner, to maintain public safety, to provide for the health and social service needs of County residents, and to pursue County goals and objectives by working with governmental agencies.

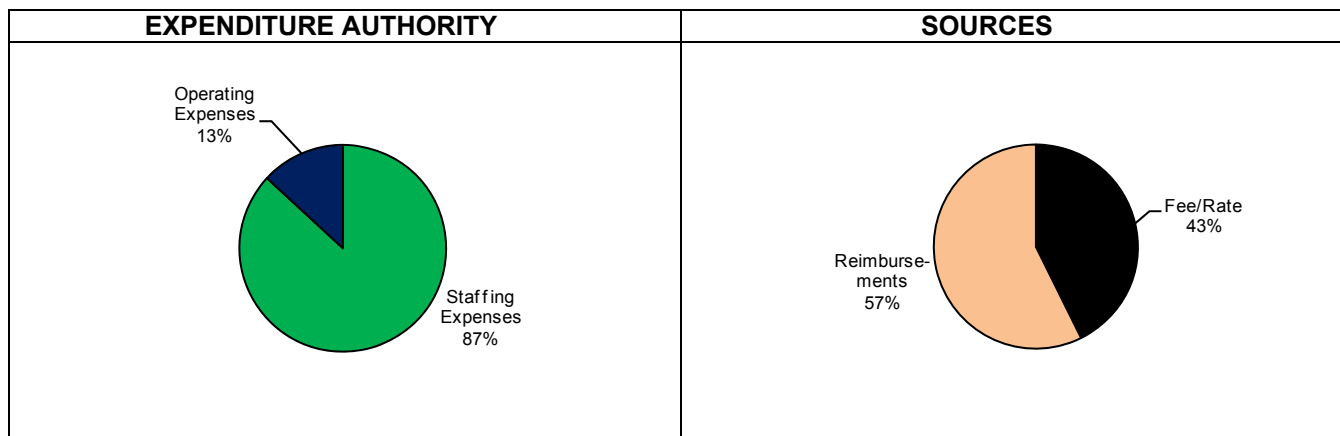
The Administration and Fiscal section is responsible for maintaining an inventory of all County land and buildings, including leased facilities, and provides all support functions including budgeting, personnel administration and automation services.

The Facilities Management Division serves the public by providing quality custodial, grounds and maintenance services that enable County departments and staff to effectively meet the expectations of their customers.

Budget at a Glance

Total Expenditure Authority	\$2,870,891
Total Sources	\$2,870,891
Net County Cost	\$0
Total Staff	23
Funded by Net County Cost	0%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING

STAFFING ANALYSIS					5-YEAR STAFFING TREND				
Authorized Positions	2010-11 Final	2011-12 Adopted	2011-12 Final	2012-13 Adopted					
Regular	22	23	22	23					
Limited Term	0	0	0	0					
Total	22	23	22	23					
Staffing Expenses	\$2,070,831	\$2,241,267	\$2,449,370	\$2,493,985					

ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Real Estate Services
FUND: General

BUDGET UNIT: AAA RPR
FUNCTION: General
ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	1,999,949	1,756,672	2,070,831	2,376,998	2,449,370	2,493,985	44,615
Operating Expenses	221,359	249,894	229,159	381,743	402,227	376,906	(25,321)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	2,221,308	2,006,566	2,299,990	2,758,741	2,851,597	2,870,891	19,294
Reimbursements	(6,749)	(190,612)	(959,396)	(1,639,941)	(1,624,713)	(1,645,146)	(20,433)
Total Appropriation	2,214,559	1,815,954	1,340,594	1,118,800	1,226,884	1,225,745	(1,139)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	2,214,559	1,815,954	1,340,594	1,118,800	1,226,884	1,225,745	(1,139)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	1,193,489	1,246,205	1,478,374	1,226,221	1,226,884	1,225,745	(1,139)
Other Revenue	29,095	28,164	26,655	50	0	0	0
Total Revenue	1,222,584	1,274,369	1,505,029	1,226,271	1,226,884	1,225,745	(1,139)
Operating Transfers In	0	50,000	0	0	0	0	0
Total Sources	1,222,584	1,324,369	1,505,029	1,226,271	1,226,884	1,225,745	(1,139)
Net County Cost	991,975	491,585	(164,435)	(107,471)	0	0	0
Budgeted Staffing					22	23	1

BUDGET CHANGES AND OPERATIONAL IMPACT

Staffing expenses increased by \$44,615 due to retirement costs offset by a reduction in operating expenses of \$25,321 and increase in reimbursements of \$20,433 for increased cost in services. Appropriation and departmental revenue have a net decrease of \$1,139.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$2,493,985 fund 23 budgeted positions and make up a majority of RESD's expenditures within this budget unit for 2012-13. Operating expenses include \$101,802 to upgrade the Computer Aided Facilities Management (CAFM) system, which tracks both County-owned and leased buildings, and to create a project tracking system to track billing expenses. Reimbursements and revenues are for project management of leases, and for appraisal and acquisition services.



STAFFING CHANGES AND OPERATIONAL IMPACT

Staffing increased 1 from 22 to 23 to add a position for a Staff Analyst II that has been dual-filling a Staff Analyst II position in 2011-12.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administration and Fiscal	7	0	7	6	0	1	7
Leasing and Acquisition	16	0	16	16	0	0	16
Total	23	0	23	22	0	1	23

Administration and Fiscal		Leasing and Acquisition	
<u>Classification</u>		<u>Classification</u>	
1	Director	1	Assistant Director
1	Administrative Supervisor II	2	Real Estate Services Manager
1	Asset Management Analyst	2	Real Property Agents III
2	Staff Analyst II	9	Real Property Agents II
1	Fiscal Specialist	2	Secretary II
1	Payroll Specialist	16	Total
7	Total		



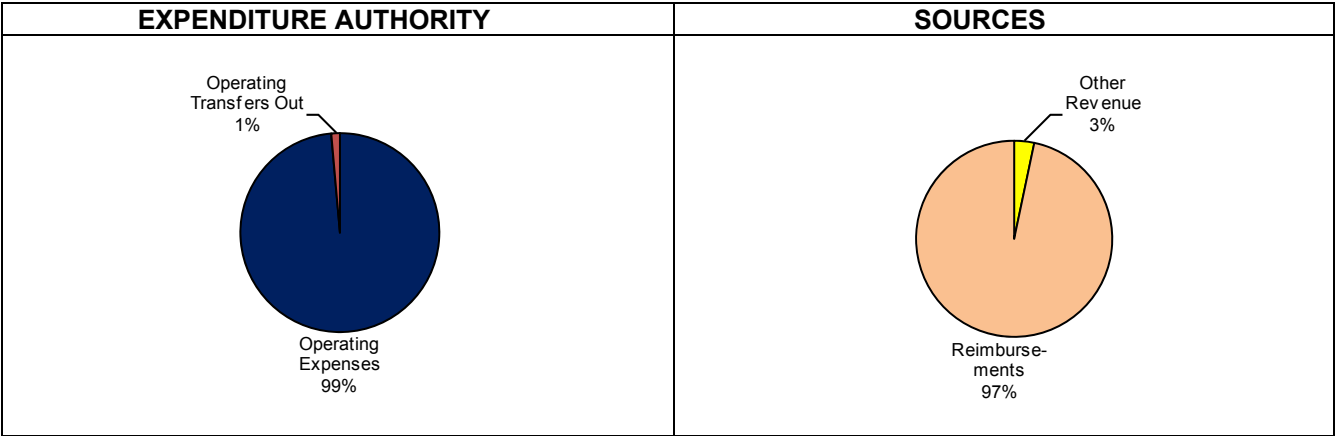
Rents and Leases

DESCRIPTION OF MAJOR SERVICES

This budget unit is used to fund the rental of leased space utilized by County departments except long-term facility agreements for joint use power authorities. Lease payments are reimbursed from various user departments.

Budget at a Glance	
Total Expenditure Authority	\$45,092,387
Total Sources	\$45,092,387
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Rents and Leases
 FUND: General

BUDGET UNIT: AAA RNT
 FUNCTION: General
 ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	38,995,668	38,297,971	40,089,418	41,694,408	41,700,620	44,464,565	2,763,945
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	38,995,668	38,297,971	40,089,418	41,694,408	41,700,620	44,464,565	2,763,945
Reimbursements	(38,642,594)	(37,904,860)	(39,618,474)	(41,172,713)	(41,172,521)	(43,609,979)	(2,437,458)
Total Appropriation	353,074	393,111	470,944	521,695	528,099	854,586	326,487
Operating Transfers Out	0	0	3,250	1,315,730	1,328,959	627,822	(701,137)
Total Requirements	353,074	393,111	474,194	1,837,425	1,857,058	1,482,408	(374,650)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	435,477	434,247	480,864	1,863,113	1,809,981	1,482,408	(327,573)
Total Revenue	435,477	434,247	480,864	1,863,113	1,809,981	1,482,408	(327,573)
Operating Transfers In	0	0	0	47,077	47,077	0	(47,077)
Total Sources	435,477	434,247	480,864	1,910,190	1,857,058	1,482,408	(374,650)
Net County Cost	(82,403)	(41,136)	(6,670)	(72,765)	0	0	0
Budgeted Staffing					0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for this budget unit include an increase in operating expenses of \$2,763,945 primarily due to an increase in rental payments paid to landlords for additional rental sites and increases in transfers to Facilities Management for operations and maintenance costs of County-owned space that is vacant or leased. Reimbursements from County departments for lease costs and administrative fees paid to Real Estate Services Department for lease management increased \$2,437,458. The decrease in operating transfers out of \$701,137 is primarily due to a reduction in net revenue from leases of County-owned space which is transferred to the general fund.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

The major expenditures for this budget unit are primarily rent and lease payments of \$42,293,496 paid to landlords. This budget unit also transfers \$758,079 to Facilities Management for operating expenses in space not occupied by County departments and therefore not billable, \$1,251,890 to Real Estate Services Department for lease management, and \$161,100 to the Sheriff/Coroner/Public Administrator for security costs for the 303 Building. Reimbursements of \$43,609,979 are from County departments for their lease and administrative fees. Departmental revenues of \$1,482,408 are primarily from the lease of space in the 303 Building to the Courts, of which net revenue of \$627,822 is being transferred to the general fund.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



Courts Property Management

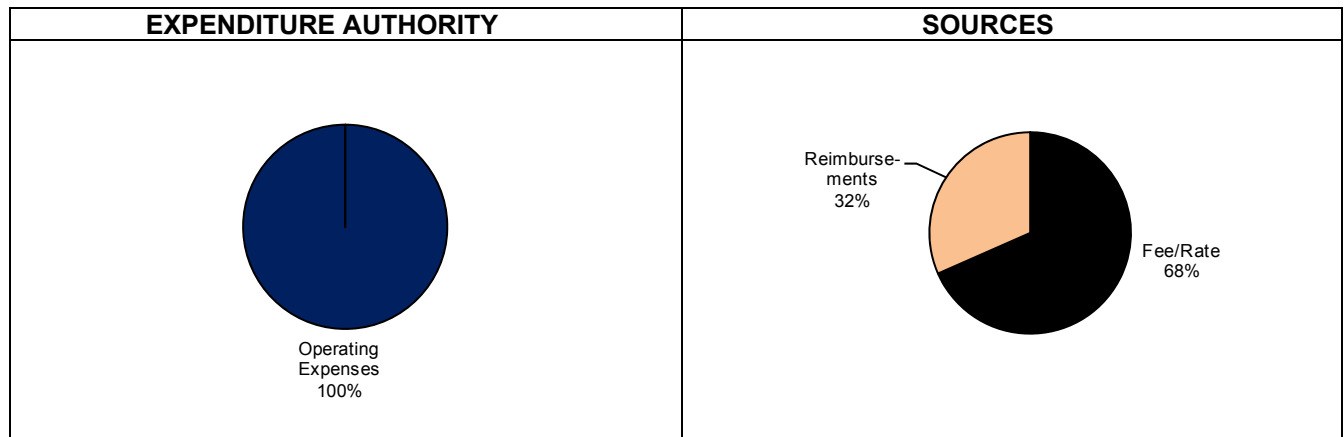
DESCRIPTION OF MAJOR SERVICES

The Trial Court Facilities Act of 2002, SB 1732, required the transfer of responsibility for funding and operation of trial court facilities from all counties to the State of California on behalf of the Judicial Council of California, Administrative Office of the Courts (AOC). In addition, as each transfer occurred, the County and AOC entered into an agreement that defined whether the County or the AOC manages the operations and maintenance of the building. This budget unit is used to manage and account for reimbursements from the AOC for maintenance, utilities, insurance, overhead expenditures, and work order requests for space occupied by the local court in County managed facilities. This budget unit is also used to manage and account for payments to the AOC for costs associated with the space occupied by the County in AOC-managed facilities.

Budget at a Glance

Total Expenditure Authority	\$3,247,430
Total Sources	\$3,247,430
Net County Cost	\$0
Total Staff	0
Funded by Net County Cost	0%

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Courts Property Management
 FUND: General

BUDGET UNIT: AAA CRT
 FUNCTION: Public Protection
 ACTIVITY: Judicial

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	1,674,832	3,307,098	2,894,813	3,552,861	3,557,872	3,247,430	(310,442)
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	1,674,832	3,307,098	2,894,813	3,552,861	3,557,872	3,247,430	(310,442)
Reimbursements	(766,019)	(1,243,545)	(743,199)	(1,178,626)	(1,176,508)	(1,025,920)	150,588
Total Appropriation	908,813	2,063,553	2,151,614	2,374,235	2,381,364	2,221,510	(159,854)
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	908,813	2,063,553	2,151,614	2,374,235	2,381,364	2,221,510	(159,854)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	1,077,550	2,029,779	2,167,395	2,374,236	2,381,364	2,221,510	(159,854)
Other Revenue	0	0	0	0	0	0	0
Total Revenue	1,077,550	2,029,779	2,167,395	2,374,236	2,381,364	2,221,510	(159,854)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	1,077,550	2,029,779	2,167,395	2,374,236	2,381,364	2,221,510	(159,854)
Net County Cost	(168,737)	33,774	(15,781)	(1)	0	0	0
Budgeted Staffing					0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Operating expenses decreased by \$310,442 due to estimated expenses and billings to the AOC for County-managed court buildings are projected to be less in 2012-13. Reimbursements reflect a decrease of \$150,588 due to decreased costs related to the County's portion of expenses in AOC-managed court facilities for maintenance and utility costs. Departmental revenue reduced \$159,854 due to a decrease in billings to the AOC for County-managed court buildings.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

This budget unit acts as a clearinghouse between County departments and the AOC for management of court facilities. Operating expenses of \$3,247,430 include payments of \$1,025,921 to the AOC for operations, maintenance and utility costs for AOC-managed court facilities, \$337,205 to Risk Management for the AOC's share of property insurance, and transfers of \$1,884,304 to Facilities Management Division (FMD), the Utilities budget and Real Estate Services Department to reimburse for the AOC's share of operations, maintenance, utility and administrative costs in County-managed court facilities. Reimbursements of \$1,025,920 from FMD and the Utilities budget are for AOC-managed court facilities and departmental revenue of \$2,221,510 are from the AOC for its share of operations, maintenance, utility, administrative and insurance costs for County-managed court facilities.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



Chino Agricultural Preserve

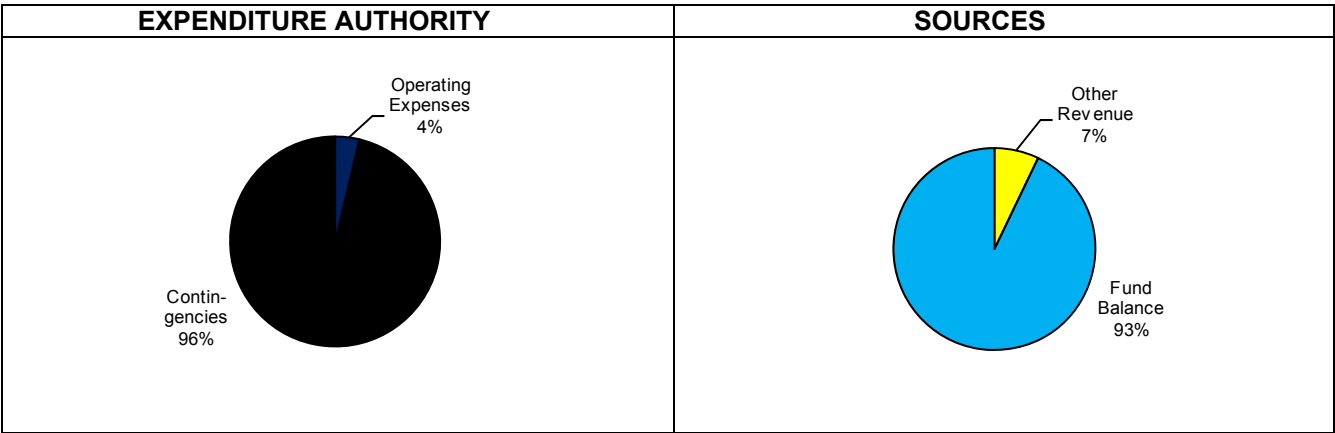
DESCRIPTION OF MAJOR SERVICES

The Real Estate Services Department administers a special revenue fund to continue the Agricultural Land Acquisition and Preservation Program under the California Wildlife, Coastal and Parkland Conservation Act (Proposition 70). The Department is responsible for negotiating and managing leases for the properties acquired, and developing recommendations for the ultimate use/disposition of these properties. Property management activities include arranging for all ordinary and emergency repairs and improvements necessary to preserve and maintain the properties in their present condition and improve operating efficiency, or altering them to enhance lease potential and/or comply with lease requirements. Expenditures are fully funded through revenues received from the lease of acquired properties.

Budget at a Glance

Total Expenditure Authority	\$9,471,919
Total Sources	\$674,156
Fund Balance	\$8,797,763
Total Staff	0

2012-13 ADOPTED BUDGET



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Real Estate Services
FUND: Chino Agricultural Preserve

BUDGET UNIT: SIF INQ
FUNCTION: Public Ways and Facilities
ACTIVITY: Public Ways

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	0	0	0	0	0	0	0
Operating Expenses	134,350	160,175	296,529	208,743	211,389	354,464	143,075
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	8,790,408	9,117,455	327,047
Total Exp Authority	134,350	160,175	296,529	208,743	9,001,797	9,471,919	470,122
Reimbursements	0	0	0	0	0	0	0
Total Appropriation	134,350	160,175	296,529	208,743	9,001,797	9,471,919	470,122
Operating Transfers Out	0	0	0	1,035,906	1,035,906	0	(1,035,906)
Total Requirements	134,350	160,175	296,529	1,244,649	10,037,703	9,471,919	(565,784)
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	0	0	0	0	0	0
Fee/Rate	0	0	0	0	0	0	0
Other Revenue	1,182,635	884,928	786,574	662,889	675,431	674,156	(1,275)
Total Revenue	1,182,635	884,928	786,574	662,889	675,431	674,156	(1,275)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	1,182,635	884,928	786,574	662,889	675,431	674,156	(1,275)
Fund Balance					9,362,272	8,797,763	(564,509)
Budgeted Staffing					0	0	0

BUDGET CHANGES AND OPERATIONAL IMPACT

A major change for this budget unit from 2011-12 was the transfer of operating expenses and revenue to the Rents budget and fund balance to the general fund for the County-owned Wiersma Dairy. The increase in operating expense of \$143,075 for 2012-13 is for anticipated higher maintenance and repair costs for dairy properties and professional services in connection with the sale of the dairy properties. Revenues are expected to decrease \$1,275.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses of \$354,464 maintain the dairies, such as utility costs associated with vacant properties, property management charges, County Counsel fees, professional services, and maintenance charges for the properties. Departmental revenue of \$674,156 includes revenue anticipated from the leasing of dairy properties and interest revenue.

STAFFING CHANGES AND OPERATIONAL IMPACT

There is no staffing associated with this budget unit.



Facilities Management Division

DESCRIPTION OF MAJOR SERVICES

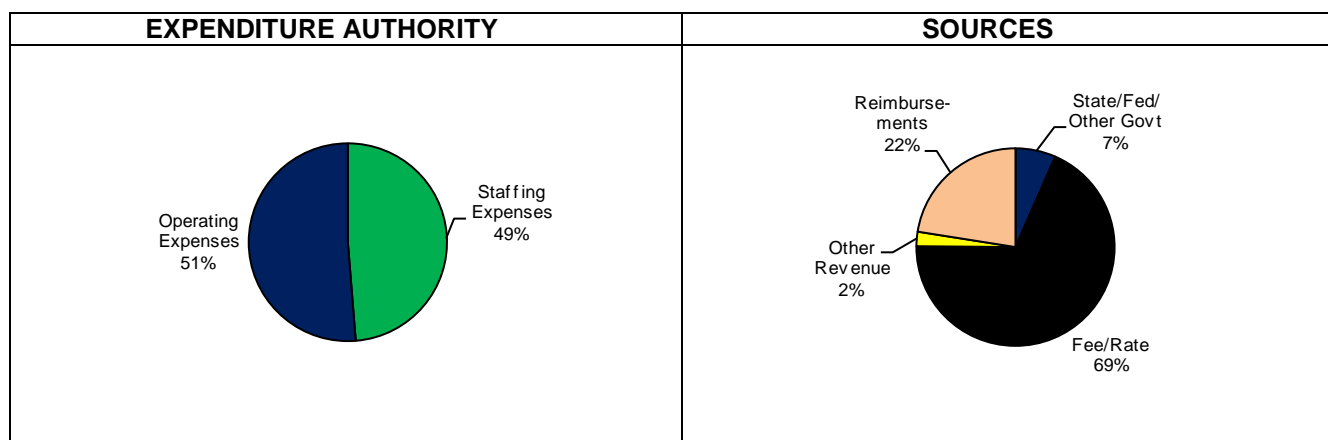
The Facilities Management Division (FMD) provides routine maintenance, grounds and custodial services to ensure County facilities are well maintained, including 24 hours per day – 7 days per week emergency building maintenance. Services also comprise repairing building structures, equipment, and fixtures.

FMD's focus is on asset protection. Using data and support systems, it maintains the County's valuable facilities and equipment, preserves a high level of functionality, supports sustainability projects, and promotes responsible and efficient use of resources.

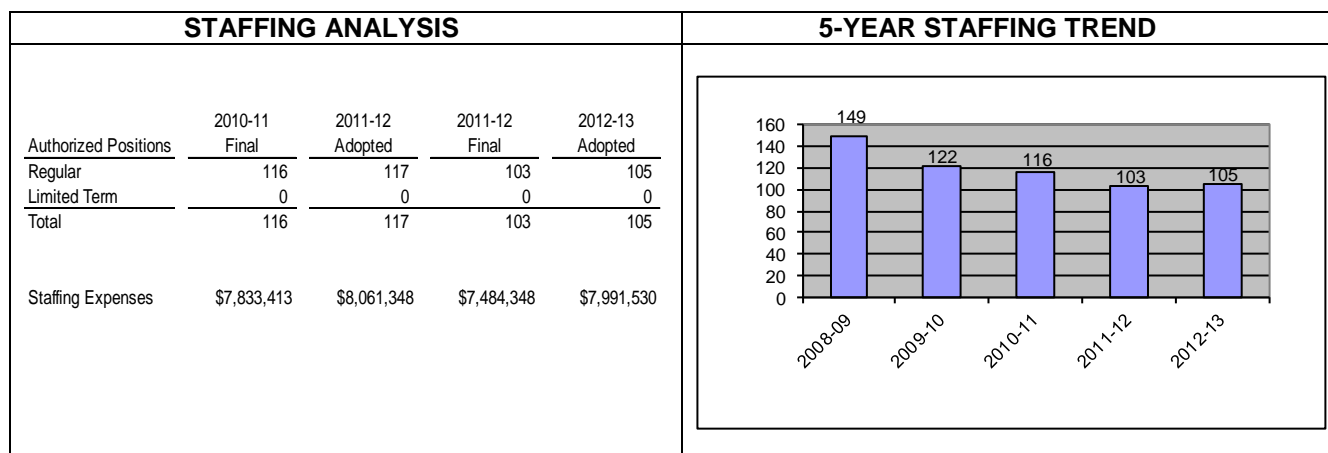
Budget at a Glance

Total Expenditure Authority	\$16,399,706
Total Sources	\$16,399,706
Net County Cost	\$0
Total Staff	105
Funded by Net County Cost	0%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
 DEPARTMENT: Real Estate Services - Facilities Management
 FUND: General

BUDGET UNIT: AAA FMD
 FUNCTION: General
 ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	9,371,862	7,924,141	7,833,413	7,483,123	7,484,348	7,991,530	507,182
Operating Expenses	8,443,598	6,852,257	9,993,926	7,068,796	7,220,832	8,408,176	1,187,344
Capital Expenditures	0	35,618	20,562	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	17,815,460	14,812,016	17,847,901	14,551,919	14,705,180	16,399,706	1,694,526
Reimbursements	(4,291,521)	(3,621,389)	(3,170,178)	(2,766,254)	(2,915,236)	(3,690,268)	(775,032)
Total Appropriation	13,523,939	11,190,627	14,677,723	11,785,665	11,789,944	12,709,438	919,494
Operating Transfers Out	0	0	0	0	0	0	0
Total Requirements	13,523,939	11,190,627	14,677,723	11,785,665	11,789,944	12,709,438	919,494
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	10,174	0	22,564	621,004	621,003	1,079,483	458,480
Fee/Rate	4,599,851	3,369,583	14,599,529	11,637,129	11,605,745	11,243,489	(362,256)
Other Revenue	2,987	20	6,517	8,421	0	386,466	386,466
Total Revenue	4,613,012	3,369,603	14,628,610	12,266,554	12,226,748	12,709,438	482,690
Operating Transfers In	134,927	0	10,471	(10,471)	0	0	0
Total Sources	4,747,939	3,369,603	14,639,081	12,256,083	12,226,748	12,709,438	482,690
Net County Cost	8,776,000	7,821,024	38,642	(470,418)	(436,804)	0	436,804
Budgeted Staffing					103	105	2

BUDGET CHANGES AND OPERATIONAL IMPACT

For 2012-13, staffing expenses increased \$507,182 due to increased retirement and benefits costs, the addition of 1 Custodian I and 1 General Maintenance Mechanic position and fully funding an Office Assistant II position. Operating expenses increased \$1,187,344 due to increased materials, system development, vehicle charges and contract costs. Departments will realize a reduction in costs for Grounds services as FMD contracted out Grounds services for an annual savings of nearly \$500,000. This savings is offset by increased costs for Maintenance services, primarily the result of contracting out additional services for boilers and heating, ventilation and air conditioning (HVAC) controls. Departments may have seen a change in Custodial charges for 2012-13 due to "blending" in-house and contract costs. Custodial service costs were previously based on contract cost plus 20% or on in-house cost per square foot, depending on whether the service was provided by contract or in-house staff. Custodial service costs for 2012-13 are the average cost of contract and in-house costs. Since contract costs are generally lower, this change resulted in higher or lower Custodial charges for some departments in some buildings, depending on whether the service had previously been charged at contract or in-house cost. Reimbursements and departmental revenues increased as a result of the overall increase in costs.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Staffing expenses of \$7,991,530 fund 105 positions and make up approximately half of FMD's expenditures. Operating expenses of \$8,408,176 fund contracts for Grounds, Maintenance and Custodial services, materials for repairs and maintenance of county facilities and equipment, and vehicles, tools, supplies, systems development charges, overhead and administrative costs. Reimbursements of \$3,690,268 and departmental revenue of \$12,709,438 offset these costs by billing County departments and the Administrative Office of the Courts and local Court for services provided. Facilities Management does not receive discretionary general funding (net county cost).



STAFFING CHANGES AND OPERATIONAL IMPACT

For 2012-13, FMD added 1 General Maintenance Mechanic for Maintenance services and 1 Custodian I for Custodial services to address increased workload as a result of the addition of new space for a total of 105 positions. 1 Office Assistant II, which was partially funded out of the Facilities Management Division budget in 2011-12, is also being fully funded in 2012-13.

2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Administrative and Fiscal	8	0	8	8	0	0	8
Maintenance	54	0	54	50	3	1	54
Custodial	39	0	39	37	1	1	39
Grounds	4	0	4	3	1	0	4
Total	105	0	105	98	5	2	105

Administrative and Fiscal		Maintenance		Custodial	
<u>Classification</u>		<u>Classification</u>		<u>Classification</u>	
1	Assistant Director	1	Building Services Superintendent	1	Custodial Services Chief
2	Staff Analyst II	5	Maintenance Supervisor	4	Supervising Custodian
2	Fiscal Specialist	7	Air Conditioning Mechanic	1	Custodian II
1	Office Assistant II	8	Building Plant Operator	32	Custodian I
1	Parts Specialist	1	Facilities Mgmt Project Scheduler	1	General Services Worker II
1	Secretary II	5	Electrician	39	Total
8	Total	3	Plumber		
		17	General Maintenance Mechanic		
		1	Locksmith		
		1	Facilities Management Dispatcher		
		3	General Maintenance Worker		
		2	General Services Worker II		
		54	Total		
Grounds					
<u>Classification</u>					
1	Grounds Services Superintendent				
1	Supervising Grounds Caretaker				
1	Sprinkler System Worker				
1	General Maintenance Worker				
4	Total				



Utilities

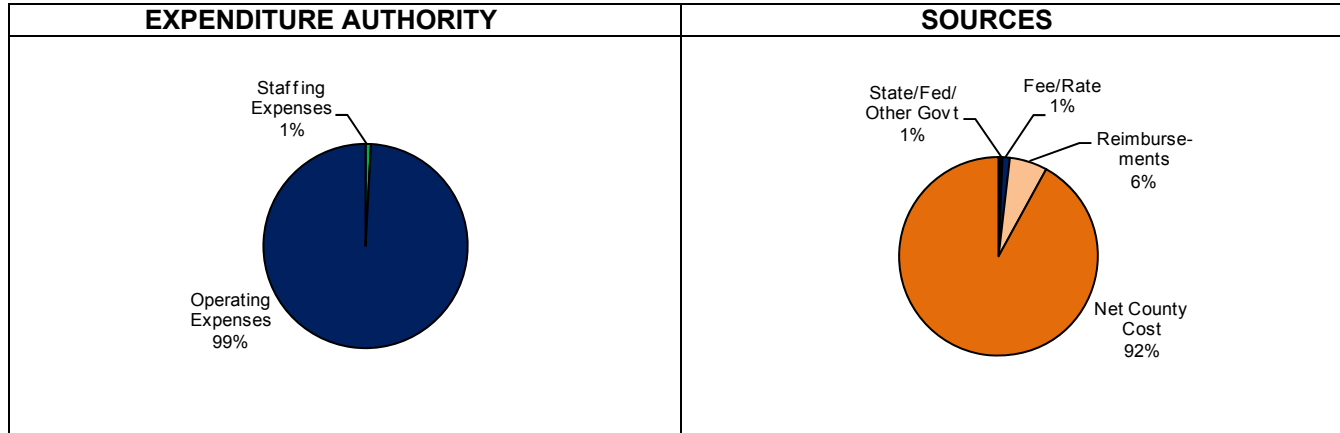
DESCRIPTION OF MAJOR SERVICES

The County's Utilities budget unit funds the cost of electricity, natural and propane gas, water, sewerage refuse disposal and other related costs for County-owned and various leased facilities.

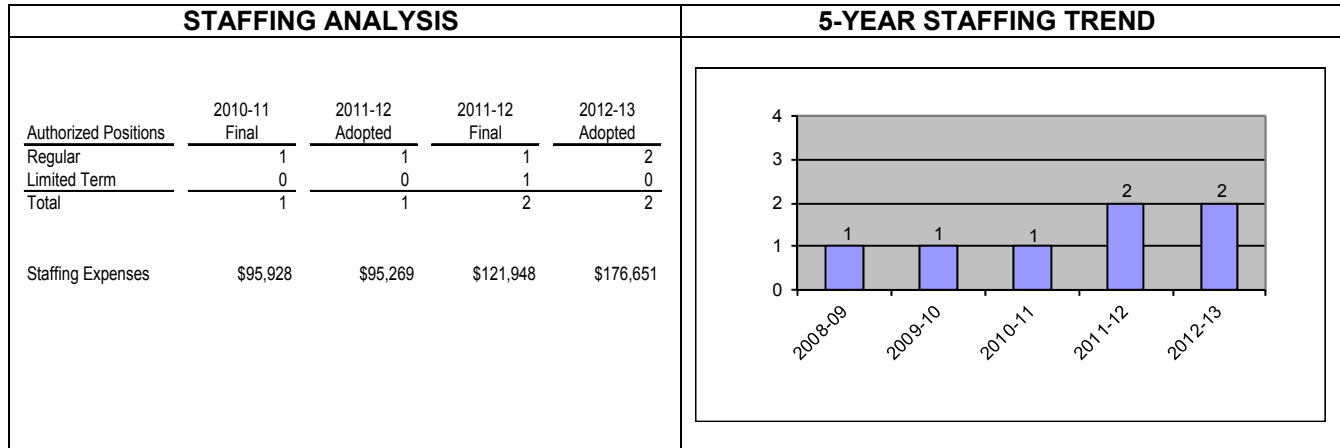
Budget at a Glance

Total Expenditure Authority	\$20,898,745
Total Sources	\$1,665,800
Net County Cost	\$19,232,945
Total Staff	2
Funded by Net County Cost	92%

2012-13 ADOPTED BUDGET



BUDGETED STAFFING



ANALYSIS OF 2012-13 ADOPTED BUDGET

GROUP: Operations and Community Services
DEPARTMENT: Real Estate Services - Utilities
FUND: General

BUDGET UNIT: AAA UTL
FUNCTION: General
ACTIVITY: Property Management

	2008-09 Actual	2009-10 Actual	2010-11 Actual	2011-12 Actual	2011-12 Final Budget	2012-13 Adopted Budget	Change From 2011-12 Final Budget
Appropriation							
Staffing Expenses	84,201	90,381	95,928	116,285	121,948	176,651	54,703
Operating Expenses	18,044,219	16,839,356	17,379,188	17,120,449	17,177,462	20,617,785	3,440,323
Capital Expenditures	0	0	0	0	0	0	0
Contingencies	0	0	0	0	0	0	0
Total Exp Authority	18,128,420	16,929,737	17,475,116	17,236,734	17,299,410	20,794,436	3,495,026
Reimbursements	(463,386)	(1,233,697)	(953,696)	(1,233,232)	(1,233,804)	(1,280,508)	(46,704)
Total Appropriation	17,665,034	15,696,040	16,521,420	16,003,502	16,065,606	19,513,928	3,448,322
Operating Transfers Out	0	0	2,393,788	1,210,658	1,211,130	104,309	(1,106,821)
Total Requirements	17,665,034	15,696,040	18,915,208	17,214,160	17,276,736	19,618,237	2,341,501
Departmental Revenue							
Taxes	0	0	0	0	0	0	0
Realignment	0	0	0	0	0	0	0
State, Fed or Gov't Aid	0	12,000	2,622,147	1,291,109	1,291,834	134,079	(1,157,755)
Fee/Rate	177,010	148,717	234,775	181,467	193,259	251,213	57,954
Other Revenue	4,914	63,127	0	38,067	0	0	0
Total Revenue	181,924	223,844	2,856,922	1,510,643	1,485,093	385,292	(1,099,801)
Operating Transfers In	0	0	0	0	0	0	0
Total Sources	181,924	223,844	2,856,922	1,510,643	1,485,093	385,292	(1,099,801)
Net County Cost	17,483,110	15,472,196	16,058,286	15,703,517	15,791,643	19,232,945	3,441,302
Budgeted Staffing					2	2	0

BUDGET CHANGES AND OPERATIONAL IMPACT

Major changes for the Utilities budget include an increase of \$3,441,302 in discretionary general funding (net county cost) primarily for anticipated increases in electricity, water, disposal, gas, sewer and contracts costs for 2012-13. In 2011-12, the County experienced mild winter and summer weather and utility costs were lower as a result. In addition, rate increases for electricity, that was expected to be effective January 2012, were not approved yet by the California Public Utilities Commission (CPUC), but are anticipated to be approved and effective in 2012-13. Staffing expenses of \$176,651 fund 2 budgeted positions and the increase of \$54,703 will fund a new Fiscal Assistant position to replace a deleted Public Service Employee position to support department operations.

Other changes in the Utilities budget are primarily due to the nearing completion of the energy efficiency grant from the federal government. The decrease in operating transfers out of \$1,106,821 is due to the completion of three energy projects by Architecture and Engineering Department and Land Use Services Department: Solar Photo-voltaic System for the High Desert Government Center, Heating, Ventilation and Air-Conditioning (HVAC) retrofit project for the County Government Center, the Environment Impact Report for the County's Green House Gas Reduction Plan, and work completed for the other projects funded under the grant. Departmental revenue also decreased by \$1,099,801 and was primarily due to the completion of these projects.

MAJOR EXPENDITURES AND REVENUE IN 2012-13 ADOPTED BUDGET

Operating expenses of \$20,617,785 is the largest major expense in this budget and fund utility costs for County facilities. Departmental revenues of \$385,292 have considerably less significant impact on the operation of the Department compared to operating expenses and represent utility costs passed on to customers and third parties that occupy County-owned space.

STAFFING CHANGES AND OPERATIONAL IMPACT

While there are no changes to the number of budgeted positions, 1 new Fiscal Assistant position is budgeted to replace 1 Public Service Employee position to provide continuous support to department operations.



2012-13 POSITION SUMMARY

Division	Regular	Limited Term	Total	Filled	Vacant	New	Total
Utilities	2	0	2	1	0	1	2
Total	2	0	2	1	0	1	2

UtilitiesClassification

- 1 Staff Analyst II
- 1 Fiscal Assistant
- 2 Total

